

Chief, Management Staff

25 February 1957

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Weekly Report - Week Ending 20 February 1957

1. Contributions

a. Tangible

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- (1) Reviewed 19 requisitions for filing equipment which resulted in the cancellation of two, eliminating 37 pieces of equipment which would have cost \$2,200.
 - (2) Thirty-eight pieces of filing equipment will be returned to stock as a result of destroying some records and the transferring of others from the Acquisition Branch of the Library. In addition, three rooms in ☐ Building, (1,080 square feet of space) will be made available for the Library to move one of its sections now in Riverside Stadium. This will result in additional space being made available for expansion space badly needed in Riverside Stadium.
 - (3) The Agency Subject Numeric Filing System has been installed in five Administrative Units of the Special Register, OCR. This will permit records to be filed more promptly, to be found easier, and expedite the transfer of inactive records to the Records Center.
 - (4) One Hundred eighty-eight cubic feet of records were destroyed or transferred out of the Records Center

b. Intangible

- (1) Assisted the Medical Office in retiring 19 boxes of inactive medical records to the Records Center.
- (2) In collaboration with OCR and OO a standard information report format has been agreed to. This is basically the same as the previously standardized GS Report format. The next step will be to develop one standard format for the entire Agency.

2. Assignments (Active)

- a. Installation of Agency Filing System started in OSI.
- b. Collaborated with Biographic Register, OCR, in processing requisitions for conversion of files from conventional filing equipment to shelf filing.
- c. Records Disposition Program in OCR 62 per cent completed.
- d. Records Disposition Project, Cable Secretariat, 80 per cent complete.
- e. Review of Records Control Schedule, Audit Staff, 60 per cent complete.
- f. Sixteen new and revised forms in process.
- g. Review of Records Disposition Schedule, Office of General Counsel, results in transfer of additional records to the Center.

3. News

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Area Records Officer, Office of Personnel has requested ^{that} a review of their records disposition schedule be initiated in May of this year.

[] delivered a talk on Agency Filing and Correspondence Practices to the Administrative Procedures Course conducted by OTR.

Reference service on inactive records at the Center has been abnormally high for the past two weeks.

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